

Job Opening
Firewood Lot Monitor/Attendant

Posting Date: September 1, 2016

Closing Date: September 16, 2016

Supervisor: LCO Conservation Director

Position Summary:

Serve as a Firewood Lot Monitor/Attendant for Lac Courte Oreilles Tribe. The Firewood Lot Monitor will record and monitor the amount of firewood generated on a daily basis.

Qualifications:

- Mature Adult. Tribal Preference Applies.
- Effective oral and written communication skills are required.
- Must be dependable, reliable, accurate and self-assertive.
- Must possess excellent customer service skills.
- Must be able to work weekdays and/or weekends.
- Must be able to work in all weather conditions.
- Must have a valid driver's license and reliable transportation.
- Must be able to pass a criminal background check.

Responsibilities and Duties:

- Open and secure the Firewood Lot on a daily basis.
- Check, monitor and validate Tribal Members Firewood punch cards.
- Check for proper identification.
- Maintain a daily activity log.
- Completing a weekly report to the Director of Conservation.
- Inform all Tribal Members of guidelines and regulations of the Firewood Lot.
- Report any violations, incidences, accidents or criminal activity to the Lac Courte Oreilles Conservation Department or Police Department.
- Check, monitor and report any illegal dumping or violations to the proper authorities.

Application Procedure:

Submit complete LCO Employment Application, cover letter, and resume. A preliminary background check shall be conducted upon receipt of the LCO Employment Application.

Lac Courte Oreilles Tribal Government
Attn: Holly Trepanier, Human Resource Director
13394 W Trepania Road
Hayward, WI 54843

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.